



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
32D MEDICAL BRIGADE, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
2355 HARNEY ROAD  
FORT SAM HOUSTON, TEXAS 78234-6110

MCCS-A

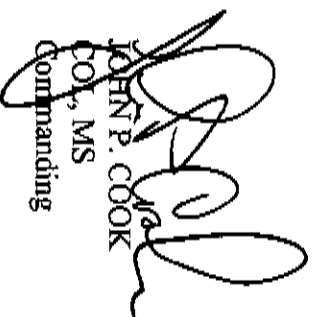
OCT 12 2006

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Open Door Policy (Policy Memorandum # 1)

1. Purpose. To establish the 32d Medical Brigade Commander's open door policy.
2. Applicability. This policy applies to all Soldiers and civilian employees that are assigned or attached to the 32d Medical Brigade.
3. Policy.
  - a. Soldiers and civilian employees are encouraged to resolve problems at the lowest possible level. Attempt to resolve your problems through your chain of command prior to seeing me or presenting your problem to an outside agency. I will refer problems back to the chain of command if the capability exists to resolve the problem at their level.
  - b. If your problem is not resolved through your chain of command, if the problem exists within the chain of command, or if your problem is so personal that you prefer to discuss it only with me, I am available. Request an appointment by contacting my secretary at (210) 221-5105, or DSN 471-5105.
  - c. I will see Soldiers and civilian employees at the earliest possible opportunity in order to help resolve the problem as soon as possible.
4. Coercion, harassment, or reprisals against Soldiers or civilian employees who exercise their right under this policy are prohibited.
5. A copy of this policy will be permanently posted on all unit bulletin boards and work areas.

**KEEP UP THE FIRE!**

  
JOHN P. COOK  
COL, MS  
Commanding

DISTRIBUTION:

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